Instructions for Completing the "USDA Waivers" Section of Connecticut's Online Application and Claiming System for Child Nutrition Programs (CNP System)

Summer Food Service Program

Program Year 2020-21



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

February 2021

Pursuant to the COVID-19 Child Nutrition Response Act (H.R. 6201, Title II), and the exceptional circumstances of the COVID-19 public health emergency, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has established nationwide waivers to support access to nutritious meals, while enforcing recommendations from public health experts with regard to social distancing measures. These waivers apply to all states that elect to use them. The Connecticut State Department of Education (CSDE) has opted to implement these waivers.

Connecticut sponsors of the Child Nutrition Programs must meet certain requirements to implement the USDA waivers. Sponsors must:

- follow specific CSDE guidance;
- indicate to the CSDE which waivers will be implemented at each school/site; and
- apply to the CSDE to implement certain waivers.

This guide provides instructions for sponsors on how to complete the required information for the USDA nationwide waivers in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). For questions regarding this information, please contact the applicable CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education (see "CSDE Contact Information" in this document).



For detailed guidance on the current USDA nationwide waivers and the CSDE's application requirements, visit the "Operation of Child Nutrition Programs during Coronavirus (COVID-19)

Outbreaks)" section of the CSDE's Child Nutrition Programs webpage, or contact the applicable CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Instructions_USDA_Waivers_CNP_System_SFSP.pdf.

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CSDE Contact Information

For questions regarding this information, please contact the CSDE staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

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Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841			

For more information, visit the CSDE's Child Nutrition Programs webpage.

1 — Accessing the USDA Waivers Section

This section includes general instructions for the SSO, SFSP, and CACFP. Section 2 includes program-specific instructions for the USDA waivers that apply to the SFSP.

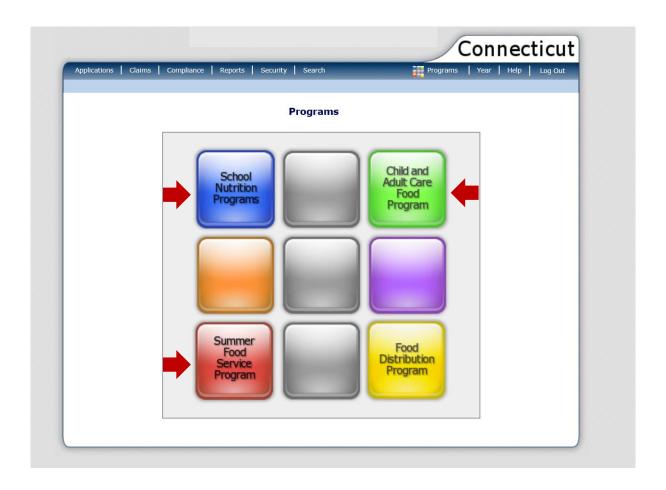
1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at https://ct.cnpus.com/prod/Splash.aspx.



2. Log in with your **User ID** and **Password**.

1 Accessing USDA Waivers

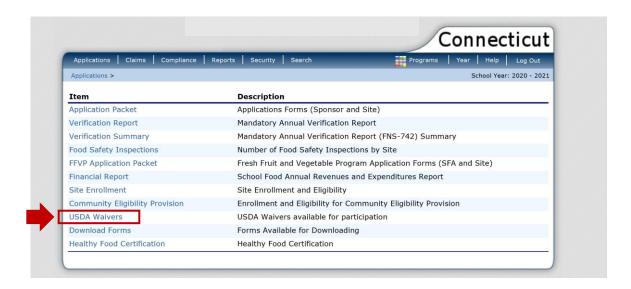
- 3. Click on the applicable Child Nutrition Program.
 - Click on **School Nutrition Programs** for the SSO.
 - Click on **Summer Food Service Program** for the SFSP.
 - Click on Child and Adult Care Food Program for the CACFP.



4. Click on **Applications**.



5. Click on USDA Waivers.



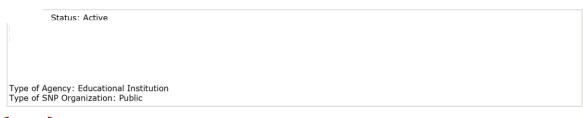
1 Accessing USDA Waivers

6. Click on **Detail** next to the corresponding school year.



7. Click on **Add** for each school/site, one at a time. The waivers specific to the program (SSO, SFSP, or CACFP) will appear.

USDA Waivers Received by Site List For School Year 2020 - 2021



Action	Version	Site ID	Site Name	# Waivers	Status
Add		04	Elementary School	0	Not Started
Add		05	School	0	Not Started
Add		06	Elementary School	0	Not Started
Add		07	Elementary School	0	Not Started
Add		51	Middle School	0	Not Started
Add		52	Middle School	0	Not Started
Add		62	Pomperaug Regional High School	0	Not Started

- Check the box next to "Not Participating in Waiver" or "Participating in waiver." See section 2 for program-specific instructions.
- If the sponsor selects "Participating in waiver," check all applicable months for the current program year (October 1, 2021, through June 30, 2021). Select the months of waiver participation by checking the applicable boxes.

Note: Do not check "All." The eligible months for each waiver include October 2020 through June 2021. The 2020-21 program year began on October 1, 2020. The CSDE has not yet approved sponsors to operate past June 30, 2021.

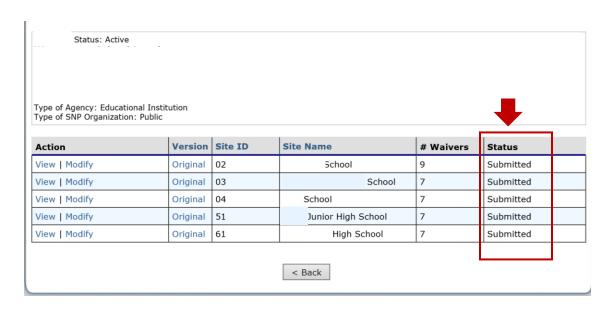


- Select the **Tooltip** for additional information by clicking on the **question mark** in the small blue circle.
- SSO Waiver of Meal Service Time Restrictions through 6/30/2021



1 Accessing USDA Waivers

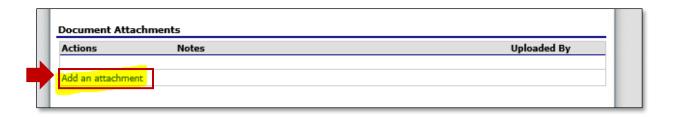
- After completing all waivers, the school/site's status will be "Submitted" or "Complete." If the answer to all waivers is "Not Participating in Waiver," the status will be "Complete."
- If the sponsor has started, but not completed, a waiver for a school/site, the school/site's status will be "Error." This status must be resolved priror to moving to "Submitted" or "Complete."



Uploading Document Attachments

This section explains how to upload any required documents. See section 2 for program-specific instructions for required documents.

Go to the bottom of the site's USDA Waiver Requests by Site Detail page and click Add an attachment.





- 1. Select the **Choose File** button to access your computer's files. Select a file, then choose Open.
- 2. Add a **Comment**.
- 3. Select **Save**. The attachment will display on the Document Attachments List.

2 — Program-specific Instructions for the SFSP

The instructions in this section apply only to the SFSP.

USDA SFSP Waivers

The USDA has implemented eleven nationwide waivers for the SFSP. Sponsors must answer the eleven waiver questions for each approved SFSP school/site

1.	Allow Summer Food Service Program – through 6/30/2021	0	
	Not Participating in Waiver		
	Participating in waiver		
	Months of waiver participation (check all that apply)		
	All: Jul: Aug: Sep: Oct: Nov: Dec:		
	Jan: Feb: Mar: Mar: May: Jun:		
2.	Extend Area Eligibility – through 6/30/2021	0	
	Not Participating in Waiver		
	Participating in waiver		
	Months of waiver participation (check all that apply)		
	All: _ Jul: _ Aug: _ Sep: _ Oct: _ Nov: _ Dec: _		
	Jan: Feb: Mar: Apr: May: Jun:		
3.	Allow Area Eligibility for Closed Enrolled Sites – through 6/30/2021	0	
	Not Participating in Waiver		
	Participating in waiver		
	Months of waiver participation (check all that apply)		
	All: Jul: Aug: Sep: Oct: Nov: Dec:		
	Jan: Feb: Mar: Mar: May: Jun:		
4.	Allow Non-congregate Feeding in the Child Nutrition Programs – through 6/30/2021	2	
	Not Participating in Waiver		
	Participating in waiver		
	Months of waiver participation (check all that apply)		
	All: Jul: Aug: Sep: Oct: Nov: Dec:		
	Jan: Feb: Mar: Apr: May: Jun:		
	Distribution method (Grab and Go, Household Delivery, etc.)		

2 | Additional SFSP Instructions

USDA SFSP Waivers, continued

 Allow Parents and Guardians to Pick Up Meals for Children – through 6/30/2021 	②
Not Participating in Waiver	
Participating in waiver	
Months of waiver participation (check all that apply)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	
Jan: Feb: Mar: Apr: May: Jun:	
6. Waiver of Meal Service Time Restrictions - through 6/30/2021	0
Not Participating in Waiver	
Participating in waiver	
Months of waiver participation (check all that apply)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	
Jan: Feb: Mar: Apr: May: Jun:	
7. Allow Meal Pattern Flexibility - through 6/30/2021	0
No Waivers Have Been Received	
Participating in waiver	
Months of waiver participation (check all that apply)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	
Jan: Feb: Mar: Apr: May: Jun:	
 Allow Offer Versus Serve Flexibilities in the Summer Food Service Program – through 6/30/2021 	0
Not Participating in Waiver	
Participating in waiver	
Months of waiver participation (check all that apply)	
All:	
Jan: Feb: Mar: Apr: May: Jun:	
 Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program – through September 30, 2021 	0
Not Participating in Waiver	
Participating in waiver	
Months of waiver participation (check all that apply)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	
Jan: Feb: Mar: Apr: May: Jun:	

USDA SFSP Waivers, continued

 Waiver to Waive First Week Site Visits in the Summer Food Service Program - through 6/30/2021 	0
No Waivers Have Been Received	
Participating in waiver	
Months of waiver participation (check all that apply)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	
Jan: Feb: Mar: Apr: May: Jun:	
 Waiver to Allow Reimbursement for Meals Served Prior to Notification of Approval and Provide Flexibility for Pre-Approval Visits in the SFSP - through 6/30/2021 	0
No Waivers Have Been Received	
Participating in waiver	
Months of waiver participation (check all that apply)	- 1
Provided by Allice Burney (Creek Bir Club approx)	
All: Jul: Aug: Sep: Oct: Nov: Dec:	

Waiver 1: Allow SFSP Operations through 6/30/2021

The CSDE collected the *Application for Meal Service through the SFSP and SSO during SY 2020-21 through June 30, 2021* from all sponsors currently approved to operate the SFSP. SFSP sponsors **must** check "**Participating in waiver**" and indicate the months the waiver applies.

Note: Do not check "All." The eligible months for each waiver include October 2020 through June 2021. The 2020-21 program year began on October 1, 2020. The CSDE has not yet approved sponsors to operate past June 30, 2021.



Waiver 2: SFSP Extend Area Eligibility through 6/30/2021

The CSDE collected the Application for Area Eligibility in Summer Food Service Program and Seamless Summer Option Operations during School Year 2020-21 through June 30, 2021 from all SFSP sponsors planning to operate a school/site that did not qualify to operate meal distribution using traditional area eligibility for school year 2020-21. Check all months of SFSP operation.

Note: The months of SFSP operation are the months for which the sponsor received CSDE approval for extended area eligibility.



Waiver 3: SFSP Extend Area Eligibility for Closed Enrolled Sites through 6/30/2021

Sites identified as **closed enrolled sites** are sites that will be distributing meals only to students enrolled in the actual site where meals are being served, due to safety, security, or capacity concerns. Meals can be served only to enrolled students and claimed only at the site where the student is enrolled at closed enrolled sites.

Example: The sponsor's elementary school is distributing meals strictly for the enrolled elementary school students. No other children will be served at this site.



An open site is a site where meals will be distributed to any child age 18 years and younger, including students in the district. An open site feeds remote learners and hybrid learners.

Example: The sponsor distributes all meals for remote learners from the high school. In order for elementary and middle school students to pick-up meals at the high school, this site must be operated as an **open site**. This also enables the sponsor to serve all children in the household ages 18 years and younger.

Waivers used together to provide grab-and-go meals for children

Any site identified as an **open site** feeding remote learners and hybrid learners, and the general public, must check "Participating in waiver" for the following waivers:

- Waiver 4: Non-congregate Feeding (see page 14);
- Waiver 5: Parents/Guardians to Pick Up Meals for Children (see page 14); and
- Waiver 6: Meal Service Time Restrictions (see page 15).

Waiver 4: SFSP Allow Non-congregate Feeding through 6/30/2021

SFSP sponsors **must** indicate all distribution methods occurring at each site. Examples include grab-and-go distribution of meals for multiple days, household delivery of meals, lunch in the classroom, and breakfast grab-and-go for the following day.

4.	Allow Non-congregate Feeding in the Child Nutrition Programs – through 6/30/2021	?
	☐ Not Participating in Waiver	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: ☐ Jul: ☐ Aug: ☐ Sep: ☐ Oct: ☐ Nov: ☐ Dec: ☐	
	Jan: ☐ Feb: ☐ Mar: ☐ Apr: ☐ May: ☐ Jun: ☐	
	Distribution method (Grab and Go, Household Delivery, etc.)	

Waiver 5: SFSP Allow Parents/Guardians to Pick Up Meals for Children through 6/30/2021

5.	Allow Parents and Guardians to Pick Up Meals for Children – through 6/30/2021	?
	Not Participating in Waiver	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: Jul: Aug: Sep: Oct: Nov: Dec:	
	Jan: Feb: Mar: Apr: May: Jun:	

Waiver 6: SFSP Waiver of Meal Service Time Restrictions through 6/30/2021



Waiver 7: SFSP Allow Meal Pattern Flexibility through 6/30/2021

To participate in this waiver, the SFSP sponsor must submit a separate application and receive approval from the CSDE.

- 1. If the sponsor has not previously submitted and been approved for the meal pattern flexibility waiver, download the CSDE's form, *Application for Meal Pattern Flexibility in the Child Nutrition Programs during School Year 2020-21*.
- 2. Complete the meal pattern flexibility waiver application and upload under attachments (see "Uploading Document Attachments" in section 1).
- 3. Check "**Participating in waiver**" if the sponsor is applying to participate in the meal pattern flexibility waiver.



Waiver 8: SFSP Allow Offer versus Serve (OVS) Flexibilities through 6/30/2021

SFSP sponsors **must** indicate if implementing OVS if 1) the sponsoring organization is not a School Food Authority (SFA), or 2) is a SFA implementing OVS utilizing the SFSP, rather than the NSLP/SBP, meal pattern.

8.	Allow Offer Versus Serve Flexibilities in the Summer Food Service Program – through 6/30/2021	?
	Not Participating in Waiver	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: Jul: Aug: Sep: Oct: Nov: Dec:	
	Jan: Feb: Mar: Apr: May: Jun:	

Waiver 9: SFSP Waiver of Onsite Monitoring Requirements through 9/30/2021

SFSP sponsors **must** indicate if conducting monitoring via desk audit, rather than onsite observation.

9.	Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program – through September 30, 2021	?
	Not Participating in Waiver	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: Jul: Aug: Sep: Oct: Nov: Dec:	
	Jan: Feb: Mar: Apr: May: Jun:	

Waiver 10: SFSP Waiver of First Week Site Visits through 6/30/2021

SFSP sponsors **must** indicate if they have waived first week site visits for any SFSP sites operated successfully in the previous year, or if they are a SFSP sponsoring organization in good standing that has successfully participated in the CACFP or NSLP.

10.	Waiver to Waive First Week Site Visits in the Summer Food Service Program - through 6/30/2021	?
	No Waivers Have Been Received	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: Jul: Aug: Sep: Oct: Nov: Dec:	
	Jan: Feb: Mar: Apr: May: Jun:	

Waiver 11: SFSP Allow Reimbursement for Meals Served Prior to Notification of Approval and Provide Flexibility for Pre-Approval Visits through 6/30/2021

SFSP sponsors **must** indicate if they began service prior to written notification of approval from the CSDE.

11.	Waiver to Allow Reimbursement for Meals Served Prior to Notification of Approval and Provide Flexibility for Pre-Approval Visits in the SFSP - through 6/30/2021	3
	No Waivers Have Been Received	
	Participating in waiver	
	Months of waiver participation (check all that apply)	
	All: Jul: Aug: Sep: Oct: Nov: Dec:	
	Jan: Feb: Mar: Apr: May: Jun:	

3 — Resources

USDA Nationwide Waivers

Table 1 summarizes the USDA nationwide waivers that apply to the SSO, SFSP, and CACFP. Connecticut sponsors of the Child Nutrition Programs must meet certain requirements to implement these waivers. Sponsors must:

- follow specific CSDE guidance;
- indicate to the CSDE which waivers will be implemented at each school/site; and
- apply to the CSDE to implement certain waivers.

For additional guidance, please contact the applicable CSDE staff (see "CSDE Contact Information" in this document).

Table 1. Summary of USDA Nationwide Waivers for the SSO, SFSP, and CACFP					
W/ - *	Applies to				
Waiver	SSO	SFSP	CACFP		
Operations during school year 2020-21: COVID-19: Child Nutrition Response #59: Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through School Year 2020- 2021 – Extension (through June 30, 2021)	X	X			
Extend area eligibility: COVID-19 Child Nutrition Response #60: Nationwide Waiver to Extend Area Eligibility Waivers – Extension 3 (through June 30, 2021)	X	X			
Extend area eligibility: COVID-19: Child Nutrition Response #64: Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option – Extension 2 (through June 30, 2021)	X	X			

Waiver	Applies to		
	SSO	SFSP	CACFP
Area eligibility for At-risk Afterschool Programs: COVID-19: Child Nutrition Response #68: Nationwide Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component – Extension (through June 30, 2021)			X
Non-congregate feeding: COVID-19 Child Nutrition Response #61: Nationwide Waiver to Allow Non- congregate Feeding in the Child Nutrition Programs – Extension 5 (through June 30, 2021)	X	X	X
Parent/guardian pickup: COVID-19 Child Nutrition Response #35: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – Extension 5 (through June 30, 2021)	X		X
Parent/Guardian Pick-up: COVID-19 Child Nutrition Response #62: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children – Extension 5 (through June 30, 2021)		X	
Meal service time: COVID-19 Child Nutrition Response #34: Nationwide Waiver to Allow Meal Service Time Flexibility in the National School Lunch Program, School Breakfast Program, and Child and Adult Care Food Program – Extension 2 (through June 30, 2021)	X		X
Meal service time: COVID-19 Child Nutrition Response #66: Nationwide Waiver of Meal Service Time Restrictions in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option – Extension 2 (through June 30, 2021)		X	

Table 1. Summary of USDA Nationwide Waivers for the SSO, SFSP, and CACFP, continued				
Waiver	Applies to			
	SSO	SFSP	CACFP	
Meal pattern flexibility: COVID-19 Child Nutrition Response #70: Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs – Extension 5 (through June 30, 2021)	X		X	
Meal pattern flexibility: COVID-19 Child Nutrition Response #63: Nationwide Waiver to Allow Meal Pattern Flexibility in the Summer Food Service Program – Extension 8 (through June 30, 2021)		X		
Onsite monitoring requirements: COVID-19 Child Nutrition Response #42: Nationwide Waiver of Onsite Monitoring Requirements for Sponsoring Organizations in the Summer Food Service Program – Extension 2 (through September 30, 2021)		X		
Site visits: COVID-19 Child Nutrition Response #65: Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program - Extension 2 (through June 30, 2021)		X		

3 Resources

Websites

Child Nutrition COVID-19 Waivers (USDA website):

https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE): https://portal.ct.gov/SDE/Nutrition/CNP-System

Operation of Child Nutrition Programs during Coronavirus (COVID-19) Outbreaks (CSDE webpage):

https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs#coronavirus

USDA Nationwide COVID-19 Waivers for School Year 2020-21 (CSDE webpage): https://portal.ct.gov/SDE/Nutrition/Child-Nutrition-Programs#USDAWaivers In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil
 Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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The Connecticut State Department of

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

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